

These topics not included that John asked for:

PD/PMS: Implementation of CICA & Coopers/Lybrand recommendations.
Shift of FOCI from OL to OS.
Standardization. (joint PD/PMS).

P&PD: IG suggestions re personnel.

NBPO: ~~Home~~ Logistics support integration plan.

HOME: Allied support overseas.

RECD: Delegations of authority for construction, renovation, alterations, etc.

SD: Standardization (joint PD/SD).
Enhancing property accountability.

STAT

P&TS: OL training review.

Recruitment effort for FY 86.

Links to Logs programs at selected universities.

Study of OL's overtime, flextime, comp time.

Policy re P&PD employees on GPO pay and work schedules.

All: Well-being of personnel.

D/L

OL Objectives thru FY-86

Essential

- E - Implement Logistics Integrated Management System (IMSS)
- D - Establish testbeds for Logistics Overseas Computer System (IMSS)
- E - Solve vendor delivery problem (PD)
- E - With OC, implement program for repair and return of all PTPC
- E - Recruit personnel up to OL ceiling (P&TS)
- E - Complete [redacted] (RECD)
- E - Complete [redacted] occupancy (RECD)
- E - Initiate study of procurement system (PMS)
- E - Complete Automated Publishing Network

Desirable

- N - Complete "Quality of Life" items (P&PD)
- E - [redacted] (HOME & RECD)
- D - Continue "professionalization" training in OL
- E - Establish "configuration management" in Hqs (HOME)
- D - Construct annex to P&PD Building
- E - Construct [redacted] (RECD & SD)
- E - Complete digital prepress system (P&PD)
- E - Convert DAR's to FAR's (PMS)
- E - Construct [redacted] (RECD)
- E - Implement [redacted] (SD)

Nice to Have

- D - Standardize on furniture for new Hqs Bldg (NBPO)
- D - Establish [redacted]
- N - Review and revise as req'd Type II Accounting System (SD)
- N - Establish Logistics Service Center in Hqs
- E - Construct consolidated [redacted]
- E - Renovate/construct Intelligence Community Conference Center

1. Formalize procurement-internal training program.
2. Institute evening shift for clerical support. ✓
3. Enhance contract administration and settlement.
4. Issue Agency FAR implementation instructions.
5. Establish goals for increasing competitive procurements.
6. Inspect decentralized-contracting-team transactions.
7. Publish Procurement Handbook.
8. Provide contract support assistants for contracting teams.
9. Cancel PNs.
10. Re-examine [redacted]
11. Maximize use of [redacted] for small purchases.

P&PD

1. Implement Phase III of prepress-system basic operating capability.
2. Conduct a baseline survey of P&PD requirements.
3. Provide electronic interfacing for computer graphics.
4. Standardize ink colors for all Agency publications.
5. Establish procedures to contract out both classified and unclassified administrative printing and photographic material.
6. Establish interim improvements to the secure printing system.
7. Upgrade professionalism of workforce through use of co-op program and internal training.
8. Attain authorized personnel strength.
9. Improve P&PD working environment.
10. ~~Response to IG Suggestions???~~

SUGGESTED FY-86 OFFICE OBJECTIVES

PD

- award*
could say
can't call it a
supplement
1. Issue Agency supplement to the Federal Acquisition Regulation (FAR).

Such a supplement is long overdue and would significantly help all Agency procurement elements do their job better. Other agencies' policies have no direct application to CIA. We should create a document that can be kept current with changes to the FAR. PMS is the logical action component.

- Larry will award*
2. Establish centralized funding for procuring word-processing equipment (hardware and software), including personal computers, ADP terminals, and peripheral equipment.

Present procedures requiring each office or division to budget, fund, and account for ADP equipment have created needless paperwork and unduly complicated the procurement process. The DDA, in conjunction with OIT and OF, should seek ExDir and Compt approval to centralize these procurements in OIT, as is now done with copier and telecommunications systems and equipment.

NBPO

1. Plan, monitor and complete Rt. 123 road improvements.

Obtain approval of Traffic Advisory Committee re final design. Assure that a contract is negotiated and construction started.

2. Negotiate Small Business Administration (SBA) set-aside.

Plan for construction of the Security and Visitor Control Centers (Bid Pkg #4).

- Complete + start construction*
3. Design the Child Day Care Center (CDCC) project.

Determine primary responsibility (HOME? RECD?); staffing; how to handle red tape (county and state permits) and insurance (will current situation in the insurance industry prevent opening the CDCC?).

4. Prepare a written history of the New Building, with photos and significant dates and events.

Compile most of info FY 86, writing in FY 87.
Larry on photos.

STAT

SUGGESTED FY-86 OFFICE OBJECTIVES (cont'd)

5. Define and plan for NBPO's role in FY 88.

Will the NBPO still exist in FY 88? If so, as a separate office or part of HOME Div? With what function?

6. Plan, direct, and accomplish occupancy of the New Building.

SD

1. Establish OL stand-alone communications net using Wang system.

If OL's individual systems were linked together through use of telecommunications channels, OL would have a sophisticated internal communications system. With OC cryptographic links, the system could be extended to virtually any location and provide fast, reliable communication between OL and its components located outside the [redacted]

2. Activate Staff Communications Center [redacted]

Such a center would facilitate the receipt and transmission of staff traffic between [redacted] and Agency field stations (and require assignment of a full-time OC communicator).

3. Expand barcoding into more areas of property accountability and distribution.

Extend barcoding use to include, for example, property accountability at field stations (with Type II data entered directly on barcode readers and the disk sent back to Headquarters).

P&PD

1. Develop and implement an automated maintenance system in P&PD.

Revalidate equipment requirements; prepare input, output, processing, and reporting requirements; develop system software and testing.

2. Standardize ink colors for all Agency publications.

An extension of a P&PD plan to have all DDI publications carry the same ink colors when produced with specific timeframes, this objective would include publications submitted by all directorates.

be suggestion

STAT

SUGGESTED FY-86 OFFICE OBJECTIVES (cont'd)

- classified*
3. Establish procedures to contract-out unclassified administrative printing and photographic material.

Identify commercial plants and labs capable of handling requirements; develop internal procedures to handle planning and coordination; and interact with PD to ensure prompt response to requirements.

4. Establish interim improvements to the secure printing system.

Since the ultimate secure-printing system will not be available to us for several years, define techniques on the current system so as to reduce throughputs.

5. Upgrade professionalism of P&PD workforce.

Raise employee skill levels through greater emphasis on internal training, ~~a co-op program, a management development program,~~ and recruitment.

HOME

1. Design, prepare and install a Division Management Information System. *(into 1 system)*
2. Expand dining, kitchen and staff resources of the Executive Dining Room sufficient to continue providing quality services into the 1990s. *(it is. Jw. to designate... programs to launch...)*
3. Replace all ground floodlights on the Headquarters Compound to make them compatible with the New Building ground floodlights.
4. Upgrade and ^{enhance} automate the Headquarters Building elevators. *(under contract) new computer at*
5. Establish a "quick reaction" furniture program through procurement and stocking of a quantity of standard office-furniture sets. *(75 sets of furniture)*
6. Conduct a study of courier population to determine ways to reduce turnover. *(state only state 25 under) (that was strategy)*
7. Reallocate Headquarters facility parking by 1 Feb 86. *shirley done?*
8. Conduct a design study for the expansion of the Headquarters Cafeteria. *Jan 86*

SUGGESTED FY-86 OFFICE OBJECTIVES (cont'd)

- reconfig parking lots*
- relate to new initiative*
9. Develop a parking program for implementation in 1987.
10. Conduct a study of the original Headquarters Building and identify areas for upgrade commencing in 1987.
11. Develop and implement an Integrated Logistics Support Program for the Headquarters Complex.

STAT

RECD

1. Acquire the north side of [] Building.
2. Increase RECD support of overseas operations.

STAT

Begin by establishing an Area Engineer in [] with other areas to follow.

3. Publish an "RECD Handbook of Operating Procedures."

Establish uniform procedures for RECD personnel, including instructions for contracts, leases, RE-LOs, and correspondence.

4. Establish Co-op program.

PMS

1. Set goals for increasing competitive procurements in FY 86.

✓ Board. wants to see what

The Competition in Contracting Act (CICA) requires Federal agencies to take steps to increase competitive procurements. With the cooperation of requisitioning offices, set goals to increase the dollar amount of procurements awarded competitively in FY 86.

2. Perform in-depth inspections of decentralized contracting teams.

Establish an inspection program to evaluate the Agency's decentralized contracting elements' (a) compliance with D/L policies and procedures and (b) effectiveness in supporting their customers.

3. Publish a "Procurement Handbook for the Layperson."

Create a handbook written in nonlegalistic, nontechnical terms explaining the Agency's procurement process to management, requisitioning offices, and all OL components, including entry-level procurement personnel.

STAT

SUGGESTED FY-86 OFFICE OBJECTIVES (cont'd)

STAT
STAT
STAT

IMSS

Office-level
Essential

- 1.
- Continue with
- [redacted].

accountable
Develop an ^{accountable} working prototype of a PC-based inventory-control and property-accountability system for use at [redacted] sites.

Handwritten note: "Complete in FY 86"

- 2.
- Complete working model of the Commercial Logistical Application System (CLAS).

Directorate-level
Essential

The CLAS development team will select, procure, and install packaged software to meet the OL objective of an integrated Logistics information system. The team will be fully trained on the selected software and will use modeling, or prototyping, techniques to complete matching of OL requirements with software design and capability by end FY 86. Testing and conversion to the new system are planned for FY 87!

ILLEGIB

will be refined after meeting in early Nov.

Office-level
Desirable

- 3.
- Study feasibility of creating a commo link/computer-based means to request materiel from overseas sites.

Investigate the feasibility of creating cable-generating software, for use with a PC or CRAFT system, that provides direct input to SD materiel sources by sending the request in cable form. It would provide overnight (batch-mode) tasking, minimize rekeying of data and chance of error, and give LIMS capabilities to remote sites.

STAT
ILLEGIBOffice-level
Essential

- 4.
- Expand the Data Access Center
- [redacted]

- 5.
- Publish "OL Yellow Pages."

Office-Level
Desirable

Assemble information on where customers go, who they call, what forms are needed, etc., for various OL services. Provide Agency-wide in either printed or automated form. *(div chiefs do own sub sets)*

Handwritten note: "Need idea: like OP file. Hand sent to RT5."

Office-Level
Desirable

- 6.
- Update LIS/LNs.

Redefine use of LIS/LNs in OL. Revise or rescind all LIS and LNs dated before 1984.

"Task Force" it.

- 7.
- Reduce OL file holdings by 10-30 percent.

ILLEGIB

Office-level
Essential

Initiate this reduction to relieve the problem of space shortages, increase efficiency, enhance the appearance of OL offices, help eliminate the number of OL security violations, decrease the demand for additional safes and other filing equipment (and thus contribute to cost effectiveness), and ensure the preservation of OL's historical records.

Handwritten note: "file holdings 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th 13th 14th 15th 16th 17th 18th 19th 20th 21st 22nd 23rd 24th 25th 26th 27th 28th 29th 30th 31st 32nd 33rd 34th 35th 36th 37th 38th 39th 40th 41st 42nd 43rd 44th 45th 46th 47th 48th 49th 50th 51st 52nd 53rd 54th 55th 56th 57th 58th 59th 60th 61st 62nd 63rd 64th 65th 66th 67th 68th 69th 70th 71st 72nd 73rd 74th 75th 76th 77th 78th 79th 80th 81st 82nd 83rd 84th 85th 86th 87th 88th 89th 90th 91st 92nd 93rd 94th 95th 96th 97th 98th 99th 100th 101st 102nd 103rd 104th 105th 106th 107th 108th 109th 110th 111th 112th 113th 114th 115th 116th 117th 118th 119th 120th 121st 122nd 123rd 124th 125th 126th 127th 128th 129th 130th 131st 132nd 133rd 134th 135th 136th 137th 138th 139th 140th 141st 142nd 143rd 144th 145th 146th 147th 148th 149th 150th 151st 152nd 153rd 154th 155th 156th 157th 158th 159th 160th 161st 162nd 163rd 164th 165th 166th 167th 168th 169th 170th 171st 172nd 173rd 174th 175th 176th 177th 178th 179th 180th 181st 182nd 183rd 184th 185th 186th 187th 188th 189th 190th 191st 192nd 193rd 194th 195th 196th 197th 198th 199th 200th 201st 202nd 203rd 204th 205th 206th 207th 208th 209th 210th 211st 212nd 213rd 214th 215th 216th 217th 218th 219th 220th 221st 222nd 223rd 224th 225th 226th 227th 228th 229th 230th 231st 232nd 233rd 234th 235th 236th 237th 238th 239th 240th 241st 242nd 243rd 244th 245th 246th 247th 248th 249th 250th 251st 252nd 253rd 254th 255th 256th 257th 258th 259th 260th 261st 262nd 263rd 264th 265th 266th 267th 268th 269th 270th 271st 272nd 273rd 274th 275th 276th 277th 278th 279th 280th 281st 282nd 283rd 284th 285th 286th 287th 288th 289th 290th 291st 292nd 293rd 294th 295th 296th 297th 298th 299th 300th 301st 302nd 303rd 304th 305th 306th 307th 308th 309th 310th 311st 312nd 313rd 314th 315th 316th 317th 318th 319th 320th 321st 322nd 323rd 324th 325th 326th 327th 328th 329th 330th 331st 332nd 333rd 334th 335th 336th 337th 338th 339th 340th 341st 342nd 343rd 344th 345th 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SUGGESTED FY-86 OFFICE OBJECTIVES (cont'd)

✓SS

1. Establish a Security Education Program.

Handwritten: "Something dramatic"

Create tapes, visual aids, and posters to be used in security-awareness program (w/timetable) for all OL employees.

- 2.

[Redacted box]

make a definition, achievable goal

3. Develop/implement a computer program to track reinspections of contractor facilities on quarterly basis.

on Delta data -

[Redacted box]

Combined

4. *records mgt*
5. *space reqmts*